

E-Mail ALPERSRU J/03

Subj: ADVANCEMENT/PROMOTION TRANSACTION RESPONSIBILITIES

- Ref: (a) [SDA II User Manual, PSCINST M5231.2](#)
(b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)
(c) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
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Introduction This E-Mail ALPERSRU defines responsibilities for preparing transactions required for promotion, CWO appointment, enlisted advancement, reduction and change in rating.

Discussion SDAII advancement and designator (P555) functions were removed on 27 March 2003 as part of the migration of application functions to PeopleSoft. Transactions to discharge an enlisted member to accept CWO appointment and pay the officer uniform allowance (for Active Duty appointments only) were automated as part of the PeopleSoft conversion.

PERSRU Responsibility (General) PERSRUs input the following advancement and advancement related transactions:

- Non-rated advancements
- Advancement of a member with a designator to E-4
- Advancement after a reduction
- Change Overseas Housing Allowance (OHA) upon pay grade changes
- Change Inadequate Quarters Rental Charge upon pay grade changes

CGPC, PSC and PERSRU responsibilities for other advancements, promotions, and appointments are listed below and, for quick reference, summarized in enclosure (1).

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**Active Duty
CWO
Appointments**

USCG CWO appointments are input by CGPC (opm). When CGPC (opm) inputs the USCG CWO appointment, Direct Access generates the:

- P203 to discharge the member from enlisted status
- H301 to promote the member to CWO
- L66 to pay the officer a uniform allowance

PERSRUs should not follow the procedures in section 9-C of reference (a), except to submit OHA (P609) and Inadequate Quarters (P607) transactions if applicable. The Warrant Officer Appointment Checklist, on page 4-B-3 of reference (c) lists additional items that may be required. Item 7 of the checklist, completion of the CG PSC-5100 (Officer Uniform Allowance Claim form), is no longer required.

**Reserve CWO
Appointments**

USCGR CWO appointments are inputted by CGPC (rpm). When CGPC (rpm) inputs the USCGR CWO appointment in Direct Access it generates the:

- P203 to discharge the member from enlisted status
- H301 to promote the member to CWO

Direct Access does not generate an Officer Uniform Allowance Claim (L66) to pay the officer a uniform allowance. The PERSRU needs to generate the claim, through Direct Access, once the Reserve Officer meets the requirements of section 3.K.2.a, of reference (b). The applicable Uniform Claim Code is "B" (not "D"). The Warrant Officer Appointment Checklist (Reserve), page 4-B-5 of reference (c) lists additional items that may be required.

**Officer
Promotions**

USCG and USCGR officer promotions are inputted by CGPC (opm/rpm) through Direct Access. Direct Access generates the applicable promotion and uniform allowance transactions. PERSRUs should not generate a Uniform Allowance transaction through Direct Access. The only action that may be required by the PERSRU is to generate an OHA (P609) or Inadequate Quarters (P607) transaction, if applicable, per sections 2-A-172/2-A-182 of reference (a).

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Maritime Academy Training Program (MARTP)	USCGR MARTP appointments are input by CGPC (rpm) through Direct Access. The Officer Uniform Allowance Claim (L66) is input by the PERSRU, through Direct Access, once the Reserve Officer meets the requirements of section 3.K.2.a of reference (b). The applicable Uniform Claim Code is "B" (not "D").
Servicewide Exam/ Supplemental/ Striker Advancements or Changes in Rating	Advancements and changes in rating authorized by an Enlisted Personnel Advancement Announcement (EPAA) or Enlisted Reserve Advancement Announcement (ERAA) are input by CGPC/PSC through Direct Access. PERSRUs are required to submit the Reenlistment Bonus Suspension (P602), OHA (P609) and Inadequate Quarters (P607) transactions, if applicable.
Directives Affected	<p>Chapter 9 (Promotions/Advancements/Reductions) of reference (a) is obsolete. PeopleSoft procedures are available in the Career Management and PERSRU sections of the online help: (http://www.uscg.mil/hq/psc/cghrms/).</p> <p>Officer Uniform Allowance Claims are generated by the system for active duty CWO appointments. Item 7 on page 4-B-3 of reference (c) (CWO Appointment Checklist) is no longer required.</p>
Questions	Questions regarding the content of this e-Mail ALPERSRU may be directed to PSC Customer Service at (866) 772-8724/(785) 339-2200, or by e-mail to customer-care@hrsic.uscg.mil .
Released by	Internet release authorized.

/s/
M. P. SULLIVAN
Deputy Director

Encl: (1) Advancement/Promotion Transaction Summary

		Transaction/Responsibility				
		Advancement/Promotion/ Designator (H300, H301 or P555)	Discharge (P203)	Officer Uniform Allowance Claim (L66B)	OHA (P609) or Inadequate Quarters Rental (P607) if applicable	Cancel Payment of SRB (P602) if applicable
Advancement or Promotion Reason	MARTP (Reserve Officer) Appointment	CGPC (rpm)	System Generated	Servicing PERSRU (See Note 1)		
	Officer Promotion	CGPC (opm/rpm)	System Generated	System Generated	Servicing PERSRU	Servicing PERSRU
	CWO Appointment (Active Duty)	CGPC (opm)	System Generated	System Generated	Servicing PERSRU	
	CWO Appointment (Reserve)	CGPC (rpm)	System Generated	Servicing PERSRU (See Note 1)		
	Enlisted SWE, Striker or Supplemental Advancement (authorized by EPAA or ERAA)	CGPC/PSC (ADV)	Not Applicable	Not Applicable	Servicing PERSRU	
	Change in Rating (authorized by EPAA or ERAA)	CGPC/PSC				Servicing PERSRU
	Change in Rating (enlisted member attending OCS or rated member graduating "A" school)	TRACEN PERSRU (See Note 2)				Servicing PERSRU
	Non-Rated Advancement	Servicing PERSRU (See Note 2)			Servicing PERSRU	
	Advancement of a member with a designator to E4	Servicing PERSRU (See Note 2)			Servicing PERSRU	
	Advancement after reduction	Servicing PERSRU			Servicing PERSRU	
	Assignment of Designator as a result being added to Striker advancement eligibility list and not advanced to PO3 in the next EPAA/ERAA	PSC (ADV)				
	Assignment of Designator as a result of graduation from Class "A" school	TRACEN PERSRU				
	Removal of Designator	Servicing PERSRU (See Note 3)				Servicing PERSRU
	Reserve Training Rating	Servicing PERSRU (R920 in SDA II)				
	Reduction (non disciplinary) (e. g. Reduced to E5 to attend Class "A" school)	Servicing PERSRU (See Note 2)			Servicing PERSRU	Servicing PERSRU

Notes: (1) The servicing PERSRU submits the Officer Uniform Allowance Claim through PeopleSoft once the Reserve Officer meets the requirements of section 3.K.2.a, CG Pay Manual (the applicable claim code is "B", not "D").

(2) These transactions are submitted through PeopleSoft using the Advance/Promote One Member Page, for individuals. Or the Boards process for Training Center PERSRUs

(3) The procedure for removing a designator is under development. Notify PSC(ADV) when a member's designator needs to be removed until PERSRU procedures are available.